- **Vacancy Announcement** -

- **Data Analyst** -

To be considered for this position applicants MUST

1. **Submit a thorough and complete online application via the State Job Bank (www.in.gov/spd, click on employment opportunities)**
2. **Email the each of the following to jakovacs@spd.in.gov:**
   a. **a resume**
   b. **cover letter**
   c. **1 – 3 page professional writing sample**

The Housing and Community Development Authority (IHCDA) is seeking qualified candidates for a position that will lead the Authority's agency-wide data analysis efforts. The position will be housed in IHCDA's Indianapolis headquarters with a salary ranging up to $55,000, commensurate with relevant education and experience.

The Data Analyst provides strategic and tactical support to the IHCDA by analyzing and interpreting the data generated by IHCDA programs to advise executive management whether IHCDA is meeting its federal funding requirements, strategic priorities and mission. Some of the most critical functions include the following.

Job Duties:

- Survey the data collected by the agency's various departments answering the questions how much?; for what purpose?; how accurate?; how complete?; when used?; how could it be better used?; how could it be better collected?; what do managers want to learn from their data?; what does executive staff want to learn from all the data?; and other questions related to a broad understanding of the depth and breadth of the agency's data.
- Develop a prioritized plan for addressing the agency's data needs based on the results of the survey.
- Gain an understanding of the agency's strategic priorities, analyze the data (if existing) using statistical methods that affects such priorities, and report to management whether and how it appears agency is meeting strategic priorities based on the data. Propose changes to agency programs or behavior based on analysis.
- Develop rules, methodologies and infrastructure that improve ability of IHCDA to collect true, complete and correct data, if finding that data does not currently meet such standards. Work with management to implement.
- Train individuals who are responsible for data subsets within agency departments on issues of data collection, data quality and basic data analysis. Integrate various subsets into new infrastructure.
- Work with internal and external partners to use data or other objective markers tell agency story or respond to information requests about the agency or a program.
- Identify competitive funding (federal or otherwise) that IHCDA currently receives or would be eligible to receive, identify scoring based on data, and work with relevant department to ensure that data is collected, complete and accurate. Work with relevant departments to improve scores in such categories on a year-over-year basis.
- Tactical planning with management to develop initiatives around data, hone how success is defined based on data, and to hone strategic priorities based on data.
- Develop system to take client requests for data analysis from departments

Preferred Experience

- Qualified candidates must possess at least a Bachelors Degree in economics, statistics, mathematics, or a relevant field; five or more years of relevant job experience is desirable. Qualified candidates must have skills necessary to perform complex data analysis with regard to client requests and developing rules and methodologies for effective data management. Based on the position duties, the position requires a high proficiency in current data analysis tools and computer systems technology and a strong working background in statistics and statistical methodologies. Other needed/helpful skills include:
- Ability to use Microsoft SQL Server Reporting Services in a complex database environment.
- Experience with SSRS.
- Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to executive staff.
- Ability to plan and set direction for large groups of people.
- Proven verbal and written communication skills are essential.
- Able to effectively interpret and communicate complex information with a variety of individuals with diverse backgrounds, education, and economic levels.
- Ability to effectively communicate data, statistics and high level concepts to individuals unfamiliar with the area.
- Strong presentation skills and the ability to facilitate both large and small group presentations.
- Experience supervising staff.
- Demonstrates customer service orientation.
- Able to think logically and analytically.
- Proactive in anticipating and alerting others to problems with projects or processes.
- High detail orientation and accuracy.
- Takes initiative and needs little supervision.
- Able to prioritize, organize tasks and time, and follow up.
- Performs responsibilities efficiently and timely.
- Able to juggle multiple requests and meet multiple deadlines.

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

The IHCDA is an Equal Opportunity Employer.